

COMMUNITY CENTER BOARD

February 7, 2008

In Attendance: Bob Adams, Chairman
Chris Friend
Joe Piersimoni
Judy Kadlec
Ed Fairbrother, Town Board

Beth Dunning
Chris Schiavone
Jason Thompson

Bob Newlun
Vicie Rolling

Minutes: Motion to approve December Minutes -Chris Friend; second-Vicie Rolling. Approved
No meeting held in January.

Financial Report:

- Reviewed 2007 and January 2008
- Request made to see 2008 Budget for CC

January Reports:

- “Building looked extraordinary” “ Just Great” “Staff is wonderful” “Everyone doing a great job”
“Dedication of their time is greatly appreciated”
- Director’s Report read
- Need to check the speakers as to compatibility with the current sound system.
- Question—“Is it possible to track the rental usage – town vs out of town users”?

Purpose of the CC Board should be clarified:

- There is no clear cut statement from the Town Board.
- CC Boards thoughts as to what should be accomplished:
 - ✓ There was no charge or guidance other than get the CC up and running
 - ✓ Is this only a committee rather than a board? Perhaps the group should break into separate committees to meet- Finance/ Look at trends for future building use/ Youth uses
 - ✓ Is there growth in mind to warrant a CC Board?
 - ✓ Can the building handle more programs? Should this group be looking at future needs/programs/what is working and what might not be working. The CC Boards talents are not being utilized in this way—why not?
 - ✓ Should the CC Board look at communicating with the public to expand/fill programs/get the “middle agers” involved in activities?
 - ✓ The CC Board is limited by not being able to make decisions as to the future of the CC
 - ✓ Suggestion—visit other centers for program ideas/scheduling of programs
 - ✓ A mission statement is needed for the CC Board (there is one for the CC Building)- for the Board to know its purpose
 - ✓ Suggestion – invite people from other Community Centers to visit us and share ideas. Ed Fairbrother will get the names of other Community Centers in the area as well as contact the lady at the Ithaca Science Center who was involved at the onset of CC plans.
 - ✓ What has been keeping CC Board from doing what it wants to do?

Renting of Tables:

- Request from Sikorsky to rent 8 long table for 2 weeks
- *There is no policy in place for renting CC items. Current practice has been not to have CC items go off the premises.*
- *Recommendation from the CC Board is that we not allow renting of CC items.*
- Perhaps this should be considered in the CC Policy.

Sue Brinthaup,
CC Board Secretary

COMMUNITY CENTER BOARD

March 6, 2008

In Attendance: Bob Adams, Chm Bob Newlun Joe Piersimoni
Vicie Rolling Jason Thompson John Farr
Chris Friend Beth Dunning Judy Zimmerman, CC Director
Larissa Wagner, Youth Rep
Katie McCann, Youth Rep
Marcia Hudock, Town Board

February Minutes: Discussion

- No report from Ed Fairbrother as to contacting other Community Centers for sharing ideas with the BF Community Center Board. Suggestion made that only Community Centers be contacted.
- Discussion /Solutions-approach the Town Board with solutions rather than with questions.
- Future CC meetings- CC Board will undertake this plan starting with development of a Mission Statement for the CC Board. This will include finding out what the community wants via another survey now that the CC has been active for three years. The results of the survey will be reported back to the community in written form.
- Motion to accept minutes-John Farr; second- Joe Piersimoni

Financial Report:

- In an attempt to clarify any problems with understanding of the report-there was an extensive explanation of income and expenses with an opportunity for CC Board members to make suggestions in order that this report is clear to all concerned.

Directors Monthly Report: On file

2008 Budget distributed for discussion

CC Rules for use of the building:

- These rules to be given out when application is being completed for an activity.
- Additions;
 - ✓ Emergency Information – to be posted
 - ✓ After 4:00pm and Saturdays- emergencies are to be reported to the custodian who will take appropriate action.
 - ✓ After 4:00pm and Saturdays the custodian on duty is considered “keeper of the building”
 - ✓ The Director will make suggested changes to the list

Next Meeting: April 3rd

- Board members should be prepared to begin developing a CC Board Mission Statement.
- Board members will begin to develop positive thoughts on moving forward – what they want the CC Board to do in the future.

Sue Brinthaup, Secretary

COMMUNITY CENTER BOARD

April 3, 2008

In Attendance: Bob Adams, Chm
Vicie Rolling
Beth Dunning
Marcia Hudock, Town Board
Sue Brinthaup, Secretary

Bob Newlun
Jason Thompson
Judy Zimmerman, CC Director

March Minutes: Discussion

- A survey was discussed but not decided upon definitely

Motion to approve as corrected- Jason Thompson; second-Joe Piersimoni.

Financial Report: on file

Director's Report: on file

Request for List of Programs:

- A listing of monthly programs is available at the beginning of each month via a flyer and on the web site.
- Need a spreadsheet showing programs /what rooms are used/ numbers per activity/cost for usage of rooms

Mission Statement:

- To develop this-the CC Board needs to determine what the purpose of the Board might be....
- The original focus was to set policy for the Community Center and establish a fee schedule—this has been done- with continual review and updates being made
- Is the CC Board necessary now that the CC is up and running or leave the decisions to the Town Board?
- The Director would like assistance filling hours the CC is not busy- finding new programs/enhancing what is now in existence.
- Could the CC Board help evaluate existing programs other than “building is being used”
- CC Board could give Public Relations assistance.
- Searching for available grants could be beneficial.
- Staffing of CC could be evaluated

What does the CC Board want to do? Possibilities that were discussed.

- Dissolve the CC Board – work on above items with small committees instead.
- Some feel it is imperative to have a Board to oversee the Community Center
- Develop a statement as to what the CC Board wants to do
- Restructure the CC Board to do above mentioned items (under Mission Statement)
- Go to the Town Board with a system of decision making and accountability to get a clarification of CC Board's purpose – members are asked to send their ideas/statements regarding duties/responsibilities to Bob Adams so that he can put them into a cohesive format for presentation to the Town Board (members not in attendance will be e-mailed)

Contact with other Centers:

- Marcia Hudock reported that Ed has had no response from the Association of Towns.

Next Meeting: May 1st

Sue Brinthaup, Secretary

COMMUNITY CENTER BOARD

May 1, 2008

In Attendance: Bob Adams, Chair Bob Newlun Vicie Rolling
Jason Thompson John Farr
Marcia Hudock, Town Board
Katie McCann and Larissa Wagner, Youth Representatives
Judy Zimmerman, CC Director
Sue Brinthaup, CC Board Secretary

April Minutes:

- Spread sheet reporting programs at CC will be ready before the next meeting.
- Motion to accept minutes-John Farr; second- Jason Thompson.
- Bob Adams noted that he received only 2 responses to his request from the last meeting for ideas/statements regarding duties/responsibilities of the CC Board.

Financial Report: On file

Director's Report:

- Discussion regarding use of donated monies for capital improvements
- Bob Newlun noted an obituary requesting donations for CC and he will remind others of this opportunity.

CC Board will be meeting with the Town Board on May 14th at 4:30 in the Court Room.

- Purpose of meeting- to present mission statement of CC Board and to discuss expectations of the Town Board and the CC Board for the future of Community Center.
- Bob Adams requested from the Town Board Liaison a written agenda of the meeting.

The meeting was adjourned and the CC Board members then held a workshop.

COMMUNITY CENTER BOARD

June 5, 2008

In Attendance: Bob Adams, Chair Vicie Rolling John Farr
 Bob Newlun Beth Dunning Chris Friend
 Larissa Wagner, Youth Member
 Ed Fairbrother—Town Board
 Marcia Hudock—Town Board

Air Conditioning:

- Will be putting the air conditioning on an on-line computer system in the near future. With this the system will reset remotely.
- Meanwhile a new fan is to be installed in the system within 2 weeks (allows for an additional 40 CFM's in the Great Room).

Minutes:

- Date of Town meeting with the CC was changed to 5/28/08 (after minutes were prepared)
- Motion to approve (with change) Vicie; second-John.

Financial Report: on file

Director's Report: on file

Use of Building Report for Month of May: on file

- Comments – building should not be 100% filled –need to allow for flexibility.
- CC Board will review the report for discussion at the July meeting.
- Suggestion has been made to hire someone for 2 hours a week to help with setting additional programs/advertising etc.
- If after analyzing the report there is room for new programs—CC Board will review possibilities.

Comments from TB Meeting:

- It seemed that the TB was satisfied with things the way they are....
- Scenario One seems to be the choice by TB—as it would be too costly at this time to hire a full time director.
- Survey- should be done to help determine what needs the community is looking for- now and the future.

To finalize “Where Are We?”

- CC Board needs the written report that was asked for from the TB (representatives said we will have it by June 13th)
- CC Board will then have discussions to decide individual/group decisions regarding the future of the Board.

COMMUNITY CENTER BOARD

July 10, 2008

In Attendance:	Bob Adams, Chr	Vicie Rolling	Bob Newlun
	Joe Piersimoni	John Farr	
	Judy Zimmerman-CC Director		
	Katie McCann-Youth Rep		
	Larissa Wagner-Youth Rep		
	Marcia Hudock-Town Board Liason		
	Mary Ann Balland-Town Supervisor		

Minutes:

- Approved with corrections—Judy Zimmernan and Sue Brinthaupt were in attendance. Bob Newlun made the motion with second by Vicie Rolling.

Financial Report: Discussed and is on file

Director's Report: on file

- August 26th – 1-6pm next Blood Drive
- Air Temp – July 11th will install yet another part for the air conditioner-changing from a 2 ton compressor to a 3 ton compressor.
- New classes: Daytime Driving Class and new Exercise Class
- Exploring ideas for mid-age group activities and programs that may include their families as well.
- Considering additional ways to get information out to community to target all age groups.

Response from Town Board to written document from CC Board:

- Much discussion but CC Board generally unhappy with results from Town Board
- CC Board will meet again to discuss the response and to get a sense of the future of the CC Board—with all members in attendance.
- Objective of the CC Board appears to be to review programming/ monitor financial stability/ review policies, fees and regulations as appropriate.
- The objectives could be met with quarterly meetings—this is yet to be determined however.

Sue Brinthaupt, Secretary

COMMUNITY CENTER BOARD

September 4, 2008

In Attendance: Bob Adams, Chr Bob Newlun
 Chris Friend
 Judy Zimmerman-CC Director
 Katie McCann-Youth Rep
 Larissa Wagner-Youth Rep
 Marcia Hudock-Town Board Liason
 Ed Fairbrother- Town Board
 Sue Brinthaup-Secretary

Comments:

- Only three voting members in attendance.
- Reviewed/discussed Bob's recent letter to CC Board and Vicie Rolling's resignation.
- Meetings have been changed to quarterly sessions beginning January 1, 2009.
- Need to keep the membership diversified, active and in tune with CC activities.
- Perhaps should consider a change in name of group (in place of Board)
- Community Survey—need to develop a new edition
- Bob will contact absent members to ascertain their interest in continuing to serve
- Suggestion made to post monthly CC schedule in the kiosks at the Parks

Minutes – reviewed

Financial Report-reviewed

Directors Report-reviewed (July and August)

Next Meeting—October 2, 2008

COMMUNITY CENTER BOARD

October 2, 2008

In Attendance: Bob Adams, Chm Bob Newlun John Farr
 Joe Piersimoni Beth Dunning Jason Thompson
 Chris Friend Chris Schiavone
 Ed Fairbrother, Town Board Liason
 Marcia Hudock, Town Board Liason
 Judy Zimmerman, Director
 Sue Brinthead, Sec.
 Larissa Wagner and Katie McCann, Youth Reps

Minutes: Motion made to accept July minutes by John Farr; seconded by Joe Piersimoni.

Approved

Motion made to accept September minutes by Chris Friend; seconded by Bob Newlun.

Approved.

Director's Report: on file

Financial Report: on file

Discussions:

- August letter from Bob Adams reread and reviewed.
- Members' terms expiring 2008—John Farr and Chris Schiavone- they do not wish to be re-appointed. Member's term expiring 2009-Beth Dunning- if Town Board does not change their decision of serving 2 Boards/Committees, she will resign from CC Board.
- Suggested that the name Board be changed to possibly Committee.
- Suggested that since the group will be meeting quarterly(beginning January 2009) the minutes, Director's Report and Financial Report be e-mailed each month.

Fall Festival: members encouraged to help that day if possible.

Community Survey:

- Suggestion made that at the Fall Festival, 3 or 4 people "work the crowd" asking the community 3 questions pertaining to the Community Center such as---
What other types of events would you attend at the DD?
What time of day you attend?
- A table will be manned by Beth and Bob A to provide information as to CC activities.
- Board members should have their suggestions for questions to Bob Adams.

Sue Brinthead, Secretary

COMMUNITY CENTER BOARD

November 13, 2008

In Attendance: Bob Adams, Chm Bob Newlun
Joe Piersimoni Jason Thompson
Ed Fairbrother, Town Board Liason
Marcia Hudock, Town Board Liason
Judy Kadlec, Acting Director
Sue Brinthaup, Sec.

Minutes: Typo “CC for DD” corrected by Judy Kadlec. Motion to approve as corrected-Bob Newlun; second-Joe Piersimoni. Approved as corrected.

Comment —“minutes should be more informational”. Following discussion, minutes are acceptable as they have been presented.

Finance Report: on file

Director’s Report: on file

Fall Festival:

- Only one member responded with survey question suggestions
- Several members signed up to work—only one showed up.
- Need better participation from CC Board members for attendance at meetings and CC activities.
- Suggestion—perhaps major activities sponsored by CC should have a volunteer coordinator.
- Need for a feed back system regarding Fall Festival (and other “big” activities)
- Need for some creative thinking regarding more help with CC programs.

Room Rental:

- A letter has been sent to party responsible for misuse of CC building.

Custodial Concerns:

- **Section 6 of Policy relating to building use currently in place:**
 - Medical situation—call 911**
 - Building Use problem—call Judy Zimmerman or Larry Wagner**
 - Policy problem—call Judy Zimmerman or designee**
- Supervising building after 4:00pm—more than their responsibilities require
- Policy needs to be developed to protect custodian and give them guidelines—what procedures to be followed when an incident occurs.
- Comments: parties of more than 100 should have 2 custodians on site; making coffee is not the custodians’ responsibility.
- Additional comment; parties of more than 100 should have a supervisor on site.
- Sign up for building use should include name of person in charge of event; name of person in charge the day of event—that custodians can consult with; if any problems are not resolved-call Judy Zimmerman.
- Custodians should introduce themselves to person in charge and tell him/her where they are in the building in case assistance is needed.

Looking Forward:

- Policies/rules/regulations/security etc. should be looked at and evaluated and in some cases “tightened up”.
- All groups using CC should be adhering to the building policy.

Board of Director /Committee:

- Vote in favor of recommendation to Town Board that after January 1, 2009, the group be known as the Big Flats Community Center Advisory Board. Motion Jason Thompson; second- Bob Newlun. Approved.
- Also recommended by chairman that the committee be limited to 5 voting members.
- Meetings to be held quarterly/or as needed.
- Chairman to be considered at December meeting.
- These recommendations to be presented to Town Board for their consideration at the January organizational meeting.

Sue Brinthaup, Secretary

COMMUNITY CENTER BOARD

December 4, 2008

In Attendance:

Bob Adams, Chm	Bob Newlun
Joe Piersimoni	Chris Friend
Jason Thompson	
Marcia Hudock, Town Board Liason	
Larissa Wagner, Youth Rep	
Katie McCann, Youth Rep	
Sue Brinthaup, Secretary	

Minutes: Questions— Under custodial section-what was resolved?

Points 4/5 need fine tuning by group.

Custodial duties for Community Center Policy--need for continuation of discussion with Judy Zimmerman and then recommendations made to the Town Board.

Who/When were original responsibilities set up??

CC Board will also need to review continuity of Use of Community Center Policy.

Motion by Jason Thompson to approve; second Joe Piersimoni. Approved.

Financial Report: on file

Director's Report: on file

Recommendations for Organizational meeting:

- Prepared by Bob Adams (suggestions made later by e-mail for clearer understanding of terms of office). Attached to minutes.
- Next meeting will discuss having one or two alternates on the Advisory Board. Interested individuals should be invited to attend a meeting.
- Resignation letters are needed from those not continuing on the Board—Bob Adams will make contact with those individuals.
- Off-meeting months the financial report and the director's report will be e-mailed to the members
- Motion made by Chris Friend to recommend Bob Adams as Chairman for 2009; second- Bob Newlun. Approved by CC Board.
- Meeting dates set for 2009: March 5th, June 4th; Sept. 3rd, Dec. 3rd, and as needed.

Future Agenda Ideas:

- September meeting should establish survey questions for the Fall Festival.

Adjourned: 7:55 pm

Sue Brinthaup, Secretary.